DEPARTMENT OF EMPLOYEE RELATIONS



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DEPARTMENT OF EMPLOYEE RELATIONS PROCEDURES ENTERING AND MAINTAINING EMPLOYEE'S ADDRESS

Prepared: 9/13/22 Supersedes: 9/28/17 version

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<u>Overview:</u> As an employer, the City of Milwaukee is obligated by the Fair Labor Standards Act to utilize an employee's current address in our payroll reporting systems.

<u>Information:</u> When entering or updating an employee's home or mailing (when applicable) address in PeopleSoft HRMS, the address entered should EXACTLY match the address given on the employee's signed Residence Statement Form (RSF).

EVERY department should have a copy of each of their employee's RSF in their confidential departmental personnel file. If this isn't already part of your payroll procedures, ALL City of Milwaukee departments should now begin following this process with ALL newly hired and rehired employees. This includes ALL temporary employees' as well including ALL of those that work for the Election Commission.

Completion of the RSF is required upon hire, rehire/reinstatement, or within 72 hours of moving to a new residence (for current employees). A COPY of the RSF must be submitted to the Department of Employee Relations – Pay Services if an employee moves to any address outside of the City of Milwaukee, or moves into the City of Milwaukee from outside of it.

New Hire:

Procedure:

I. New employee addresses are entered into HCM under "Contact Information"



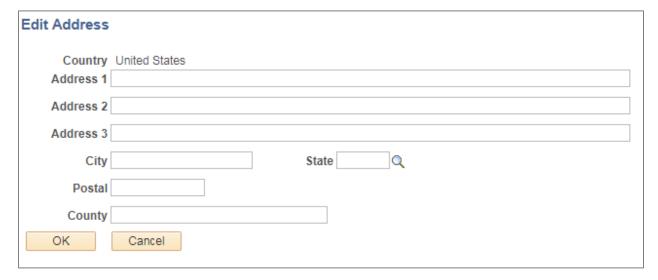


Entering and Maintaining EE's Address

II. Select "Add Address Detail"



III. Select "Add Address"

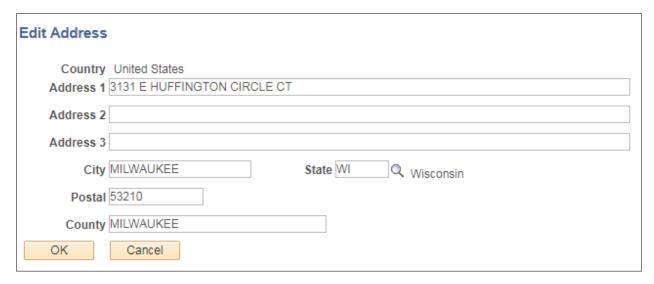


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Entering and Maintaining EE's Address

- IV. Using all captial letters, enter the employee's address in proper US Postal Service Format:
 - a. Address 1 Box:
 - i. Address data in any address 1, or 2 box cannot exceed 28 characters as HCM cannot print this on a check if it exceeds this length. Only use Address 2 if you need to, however use it if you must.
 - ii. Enter the street number
 - iii. Enter the directional as E, W, N, & S
 - 1. Do NOT spell out as East, West, etc.
 - iv. Enter numbered streets just as a number (Ex. 88, 103, etc.)
 - 1. Do NOT add a suffix at the end of the number (i.e. ST, ND, RD, TH, etc.)
 - v. Enter the address suffix as ST, CT, PL, LN, AVE, etc.
 - 1. Do NOT spell out as Street, Lane, Place, etc.
 - vi. If the address contains an apartment or unit number it should be entered after the address in the Address 1 line. Type 3 spaces after the end of the street address in the address 1 box and then type APT 3 or UNIT 3
 - 1. Example: 3131 E HUFFINTON CIRCLE CT APT 3
 - b. City Box: Enter appropriate city as indicated on the employee's RSF
 - c. State Box: Enter appropriate state as indicated on the employee's RSF
 - d. Postal Box: Enter appropriate 5 digit zip code as indicated on the employee's RSF



V. Select "**OK**" to continue with entering the new employee's other information.





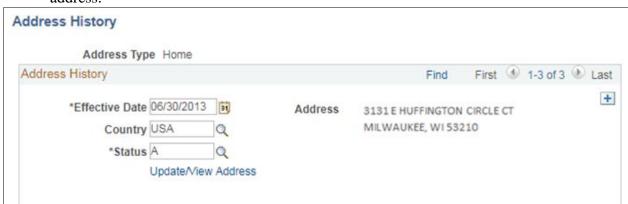
<u>Current Employee – Address change/update:</u>

Procedure:

- I. Current employee addresses are entered into HCM under "Contact Information"
- II. Be sure the "Correct History" button has been selected and then select "Edit/View Address Detail"



III. Select the plus sign in the upper right corner of the Address History box to add a new address.



- a. Adding a new address keeps an accurate history of employee name changes
- IV. Adjust the Effective Date, if needed, to reflect box number 1 on the employee's RSF indicating the exact date that they established residency at their new address
- V. Select "Add Address"
 - a. The employee's current address will auto-fill

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Entering and Maintaining EE's Address

Edit Address	5
Country	United States
Address 1	3131 E HUFFINGTON CIRCLE CT
Address 2	
Address 3	
City	MILWAUKEE State WI Q Wisconsin
Posta	53210
County	MILWAUKEE
OK	Cancel

- VI. Using all captial letters, enter the employee's address in proper US Postal Service Format:
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- VII. Select "OK"
 - a. HCM will display the employee's "Contact Information" tab.
 - i. Verify that the employee's new address is displayed.
- VIII. Save record

